

Dear Valued Client,

2021 END OF FINANCIAL YEAR TAX CHECKLIST

Tax time is fast approaching and we wish to report that we have not yet relocated to our new premises. This is looking like occurring early 2022.

Although we are still meeting with clients, we must continue to abide by Social Distancing requirements. We would also like to give you the opportunity to supply your information to us to complete your 2021 income tax return in the most convenient way possible. For your convenience you may wish to take advantage of one of the following alternative methods.

- You may email your information to admin@ptaservices.com.au or directly to peter@ptaservices.com.au, les@ptaservices.com.au, or wendy@ptaservices.com.au. We will then prepare the return and email it to you for you to review, sign and return to our office for lodgement.
- Mail the information to us at PO Box 721, Camden, NSW 2570. We will prepare the return and then mail it to you for you to review, sign and return to our office for lodgement.
- Place your information in an envelope or folder, drop it off at the office for completion. We will then contact you once it has been completed.

For your convenience we have attached a checklist of information that may be of assistance in completing your tax return. Please use this checklist as a guide to aid you in preparing/collating all necessary documents to prepare your return.

Don't forget if you have recently changed any of your contact details or bank details please let us know so we can update our records.

We would like to thank you again for your continued support.

Take care and be safe.

The Team at PTA

Phone: 02 4655 7711

Website: www.ptaservices.com.au



<https://www.facebook.com/PinnacleTaxAndAccounting/>

2021 INDIVIDUAL TAX RETURN CHECKLIST

To assist us in completing your 2021 Income Tax Return, please complete the following checklist and return to us together with the relevant items.

Full Name:	
Current Address:	
Telephone Contacts:	Mobile:
	Business Hours (work):
	After Hours (home):
Email :	
Bank Account Details:	Name of account:
	BSB:
	Account Number:
Job Description Details:	

Payment summaries (Group Certificate) are no longer issued from your employer, it will be sent directly to your MyGov account. You do not need to produce this in order to have your tax return prepared.

We should be able to access the following directly from the Tax Office: payment summary, bank interest, health fund details and dividends.

With any dividends please make a list of dividends received as the information available from the Tax Office is not always up to date.

EMPLOYMENT INCOME:

- Lump Sum and Termination Payment Summary
- Other Employment Related Income
- Directors Fees

INVESTMENT INCOME STATEMENTS:

- Bank Statements – showing interest received
- Dividend Statements
- Trust Distribution Statements
- Capital Gains Tax Statements
- Managed Funds Statements
- Foreign Source Income and details of any Foreign Tax Credits

OTHER INCOME:

- Government Pensions and Allowances
- Other Pensions and Allowances
- Details of any Capital Assets Sold

2021 INDIVIDUAL TAX RETURN CHECKLIST

REBATES AND OFFSETS:

- Private Health Insurance – you must have your annual statement from your private health fund in order for us to complete your return.

INVESTMENT PROPERTY:

- Property / Agent Rental Statements
- Advertising Fees
- Body Corporate Fees
- Rates & Taxes
- Insurance Premiums Paid
- Interest Paid
- Inspection Fees
- Repairs and Maintenance
- Land Tax Paid
- Improvements and Renovations Depreciation Schedules

DEDUCTIONS:

- Motor Vehicle Expenses – details of car make/model ; km travelled and/or details of expenses incurred
- Home Office Expenses – Working from home (hours per week & number of weeks)
- Gifts or Donations
- Tax Agent Fees
- Self-Education Fees
- Subscriptions and Journals
- Work Related Clothing Expenses
- Tools of Trade
- Income Protection Insurance
- Travelling Expenses

SIGNATURE

DATE

NAME (Print)